



**City of Leominster, Massachusetts  
Office of the Purchasing Agent**

**Request for Proposals**

**For**

**Assessment Center Consulting Services  
Police Lieutenant Promotions 2016**

**Proposals Due: 11:00 A.M., March 1, 2016**

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## **REQUEST FOR PROPOSALS FOR**

### **Assessment Center Consulting Services – Police Lieutenant Promotions 2016**

#### **GENERAL REQUIREMENTS**

Qualified proposers (consultants) are invited to submit a proposal in response to this Request for Proposals (RFP). Before submitting a proposal, each proposer must make a careful study of all specifications and proposal/contract requirements and fully assure themselves as to the quality and quantity of the services required by this RFP.

The successful proposer will be bound by all applicable statutory provisions of laws of the Federal Government, the Commonwealth of Massachusetts and of the City of Leominster.

Proposals that are incomplete, not properly endorsed or signed, or are otherwise contrary to these instructions may be rejected as informal by the Purchasing Agent. Conditional proposals will not be accepted. The City reserves the right to reject any and all proposals, to waive any irregularities, to allow exceptions to the attached specifications and to make an award in a manner deemed in the best interest of the City.

If, at the time of the scheduled RFP due date, Leominster City Hall is closed due to inclement weather or another unforeseeable event, the RFP due date & time will be extended until 2:00 P.M. on the next normal business day. Submissions would be accepted until that date and time.

As provided by Massachusetts General Law, Chapter 64H, section 6(d), purchases made by the City of Leominster are exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax; any such taxes must not be included in the quoted price.

No subcontracting of any work is allowed under this bid/contract without prior approval. The successful proposer will not be permitted to either assign or underlet the contract nor assign either legally or equitably, any monies hereunder, or its claim thereto, without the prior written consent of the Purchasing Agent of the City.

All submitted technical proposals and associated price proposals must be guaranteed to the City of Leominster for a period of sixty (60) calendar days from the RFP submission date. By or before that date the City of Leominster will make a decision to either issue a contract or reject all proposals that were received. On either the date a contract is issued or the 61<sup>st</sup> day after the submission date, whichever shall occur first, all proposals will become public information.

The successful Proposer will be required to indemnify the City for all damage to life and property that may occur due to their negligence or that of their employees, subcontractors, etc., while under contract with the City of Leominster, acting as the City's representative on this project.

If proposers have any questions concerning the terms and conditions set forth in this Request for Proposals, said questions must be submitted in writing to the Purchasing Agent, no later than three (3) business days prior to the date provided for submission of proposals. No further consideration will be given after the proposal opening.

Proposals may be withdrawn without penalty prior to the time and date specified for the proposal submission deadline. Requests to withdraw a proposal must be made in writing, addressed to the Purchasing Agent.

All RFP proposal requirements, including these General Requirements shall constitute a part of the contract of services. A copy of the successful proposer's offer/proposal will be incorporated herein and made a part of the contract as well.

#### **Governing Law & Entire Agreement**

This contract and any disputes hereunder will be construed and interpreted in accordance with the laws of Massachusetts. The Vendor agrees that any and all legal proceedings between the parties, regardless of legal theory, will be brought exclusively in a state or federal court in Massachusetts and the Vendor consents to such jurisdiction.

This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Contract will not be modified or amended except by a written document executed by the parties hereto.

Questions regarding the R.F.P. document, submission requirements or evaluation procedures can be directed to Greg Chapdelaine, Purchasing Agent, at [gchapdelaine@leominster-ma.gov](mailto:gchapdelaine@leominster-ma.gov) or by telephone at 978-534-7507, ext.244.

## **REQUEST FOR PROPOSALS FOR**

### **Assessment Center Consulting Services – Police Lieutenant Promotions 2016**

#### **TECHNICAL PROPOSAL SPECIFICATIONS**

The City of Leominster is seeking to hire an experienced, qualified consulting firm to provide services for the selection and hiring/promotion of Police Department Lieutenant positions in accordance with Massachusetts Civil Service rules and regulations. The successful proposer will be required to supply all labor and materials necessary to satisfy the requirements of this RFP/Contract.

One contract will be awarded to the one responsive and responsible proposer (the vendor) who the City determines offers the most advantageous proposal, taking into consideration all evaluation criteria set forth in this R.F.P., as well as price. The contract that is awarded as a result of this Request for Proposals will be effective upon completed execution of a contract signed by both the successful proposer and the appropriate City officials. The contract shall be in effect from the date of execution of the contract, and until such time that the services of the Vendor under this contract are completed, with final approval as to such services is determined by the City of Leominster.

The consultant that is selected to be hired as a result of this Request for Proposals will be subject to approval by the Massachusetts Civil Service Commission before any contract is issued.

#### **CHANGES TO THE CONTRACT**

No additional work or changes to the Contract are authorized unless a signed Change Order is issued by the Purchasing Agent of the City of Leominster.

Any modifications, orders, instructions, etc., given verbally or in writing by any representative of the City other than the Purchasing Agent, that change, modify or alter the Contract in any manner, will NOT be binding upon the City or the respective Department for whom the work is being performed. Any work performed that is not covered by this Bid/Contract or a signed Change Order issued by the Purchasing Agent; is performed at the sole risk of the Vendor.

#### **TERMINATION CLAUSE**

If at any time the City of Leominster determines that the services of the Vendor are no longer needed, for any reason, even for convenience; then the City will have the option to terminate this contract immediately upon written notice to the Vendor. The Vendor would be paid for all work completed up to the point of termination of the contract. All work finished, reports, paperwork, etc., will become the property of the City of Leominster.

If at any time the Vendor fails to fulfill or comply with any of the requirements of this proposal/contract, such as shoddy workmanship, improper procedures, supplying sub-standard, improperly trained employees, not adhering to the work schedule, etc., the City, at it's option, can terminate this contract immediately upon written notice to the Vendor.

## **REFERENCES**

All proposers must submit a list of references of clients who they have performed similar services for over the past five (5) years. The list must indicate the types of assessment centers previously performed and what associated services were provided to each client on said project. Proposers should indicate whether Assessment Center projects were successfully completed or not; and if they were involved in any disputes or unique situations, as well as the outcomes of any such disputes/situations.

This reference list must include contact names and telephone numbers. The City is to have express permission to contact these people, either by telephone, written correspondence or in person, as to past performance. The City reserves the right to contact any entity that the consultant (the Proposer) has conducted business with or for, either currently or in the past, for the purpose of reviewing past work history. Any negative references received may be grounds for the REJECTION of a proposal.

## **INTERVIEW**

Proposers may be required to appear for an interview, if so requested, with the Selection Committee, before any award is made. The purpose of the interview would be to review the Proposer's background and capabilities to satisfactorily oversee the project and to provide the services called for in this RFP. Failure to comply with this request may result in the REJECTION of your proposal.

## **INVOICING**

The consultant will invoice the City upon completion of all Assessment Center activities. The invoice will be addressed to the City of Leominster Personnel Director, 25 West Street, Leominster, Ma, 01453, and must show the City Contract Number on it. The invoice must clearly indicate which project the invoice is for and must be itemized in detail, in a manner that reflects and clearly shows the appropriate line item(s) proposal pricing as listed in the Price Proposal section of this contract. Any invoice that is not submitted in this manner will not be paid and interest charges will not be allowed to accrue. The City will pay all invoices within forty-five (45) days of receipt of the invoice. If discount terms are available, they must be indicated on the invoice.

## **THE PROJECT**

The City of Leominster is seeking a qualified consultant to work in conjunction with the City's Department of Human Resources for the promotion/hiring of employees to fill Police Lieutenant positions within the Leominster Fire Department using the Assessment Center process as allowed and regulated by the Massachusetts Civil Service Commission. The City of Leominster has determined that the Assessment Center will be a weighted, graded component of the overall hiring process for each position for which the Assessment Center will comprise the entire testing/hiring process for that position.

The selected consultant must commit and provide assurances that they will provide the highest quality services in their oversight of this project.

## **REQUIRED SERVICES**

The selected consultant will be required to design & conduct the Assessment Centers for all of the open positions the City is seeking to fill/hire for.

In full compliance with the Commonwealth of Massachusetts Civil Service rules and regulations, the Consultant will design the Assessment Center as a weighted, graded component in the hiring/promoting of multiple employees to fill the respective, open positions of Police Lieutenant in the Leominster Police Department.

The consultant will design and conduct an Assessment Center for the Police Lieutenant's position, for a total of one (1) Assessment Center.

The Consultant will be responsible for recruiting members to serve on the Assessment Center panel. All Assessors will be submitted to the Leominster Police Department Union, for review & approval before final Assessor selections are made. All Assessors must receive approval from the Police Department Union in order to participate in the Assessment Center. The Consultant is responsible for paying all Assessor related costs & fees. All such costs must be included in your proposal pricing.

The Assessment Center should include, but is not limited to, the following exercises:

1. In-Basket Exercise. Written exercise designed to test planning and decision making skills.
2. Tactical Exercise. Designed to relate to the level of responsibility of the particular position being tested.
3. Employee Exercise. Designed to present candidates with situations which require an employee discipline and counseling outcome.
4. Situational Exercise. Designed to present candidates with a job situation that requires analysis.
5. All other tests as the Consultant believes are relevant & necessary for this particular Assessment Center.

### **Open Positions and Candidates**

Police Lieutenant: There are five (5) internal candidates for this position, which have passed all applicable Massachusetts Civil Service exams for this position. There are multiple Lieutenant's positions open at this time.

### **Review Assessment Center process with City personnel**

The Consultant will be required to conduct one (1) information session with all interested City personnel, departments, City Councilors, etc. This information session will be used to provide an overview of the Assessment Center component, how it works, why it is being used, and to answer any questions from any City personnel. This information session will be held in Leominster City Hall, in the evening, after normal working hours. The City will set the date and

time for this session. It is expected that this information session will take place a few days before the Assessment Center begins.

### **Send Out Notices for the Assessment Centers**

The Consultant will be expected to develop a timely schedule for the execution of the Assessment Center, and will be expected to notify all parties who are likely to be involved/eligible and/or affected by this process.

### **Conduct Assessment Centers**

The Consultant will be responsible for organizing and conducting the Assessment Center with all candidates eligible for the Police Lieutenant's position. All testing will take place during normal business hours, at the City of Leominster Emergency Management Facility, located in Leominster.

In order to expedite the scheduling for these individual tests, all tests are to be performed back to back.

### **Secure Civil Service Commission Endorsement of Finalist Selections**

The Consultant will be responsible for securing the approval of the City's final candidate selections for the Police Lieutenant's position from the Massachusetts Civil Service Commission.

### **TIMETABLE FOR PERFORMANCE**

The City is seeking to begin the Assessment Center process as soon as possible after the resulting contract is awarded. The City's goal is to have the Police Lieutenant positions filled as soon as possible.

### **QUALIFICATIONS**

All proposers must provide written documentation with their RFP submission as evidence that they meet the following minimum requirements and further, that their firm has the requisite background to perform this particular type of work.

1. The lead consultant assigned to this project must have a minimum of five (5) years of experience in designing and conducting Assessment Centers for the categories of positions involved in this process.
2. The lead consultant must have successfully conducted a minimum number of assessment centers as required below, all within the last 5 years, all resulting in the hiring/placement of candidates for the positions we are filling;
  - a) Minimum of five (5) Police Lieutenant Assessment Centers.
  - b) Minimum of five (5) other Assessment Centers for any combination of other police positions.

3. Firms must have successfully completed and/or currently be providing similar services to other clients, preferably Massachusetts municipal clients, of similar size and makeup within the past five years.
4. The firm must have in-house personnel who have backgrounds in, and are qualified to, perform the various aspects of the required services.
5. The selected firm/lead consultant will be submitted to the Massachusetts Civil Service Commission for approval. Approval must be granted in order for the Firm/lead consultant to be hired by the City of Leominster.
6. The firm, through its written RFP submission, must demonstrate their understanding of the required services and of Assessment Center issues in general as they pertain to State and Federal employment/hiring laws/practices and Massachusetts Civil Service Commission rules and regulations.
7. The firm, through its written RFP submission, must demonstrate its' confidence level, commitment of relevant resources to the project, and reliability and experience to perform the work.

The firm's written proposal should clearly demonstrate that the firm is able and willing to provide all required services as outlined above.

The cost for all meeting times for all interviews and other required meetings as outlined above must be included in your total price for this service. This is to include all costs for travel, fuel sur-charges, lodging and meals to and from all such meetings.

Please identify the lead consultant who will be assigned to this account and provide his/her resume. The lead consultant must actively coordinate and lead all activities on this project for the firm and will be the main contact person between the firm and the City of Leominster Director of Human Resources.

Identify and provide resumes for all other firm personnel who will be assigned to this account, as well as what function each employee will perform.

Please submit evidence & description of recent projects/services rendered of a similar nature/scope.

In addition to the above criteria, each proposer's RFP submission should also address each of the following questions:

- a. How long has your firm been in business?
- b. How many Police positions have your firm and/or lead consultant placed within the last 10 years? How many were placed in Massachusetts municipalities?
- c. Of all the Police Lieutenants you have placed over the last 10 years, please indicate how long each has remained within that municipality?
- d. Of those placed, which were placements in a municipality with similar demographics to Leominster?
- e. What, if any, follow-up, and over what time period, have you done to determine the satisfaction of the municipality(s) with any Police candidate(s) you have placed? If any follow-up has been performed, please describe the level of satisfaction.
- f. Name three characteristics of a successful leader and describe your approach in determining whether the candidates you recommend to a municipality possess those characteristics.
- g. What is your familiarity with the credentials needed for Police management positions in Massachusetts?
- h. How many years of experience does the lead consultant, who will be assigned to this project, have?

The City is seeking to begin the Assessment Centers as soon as possible after the contract resulting from this RFP is awarded. As part of your proposal submission, please state what your proposed timetable will be for each step of the process involved in this project.

If any firm offers a unique service, above and beyond that called for in this Request for Proposals, proposers may submit such literature describing said service with their Technical Proposal submission. Pricing for any such service must be included on the Price Proposal Form ONLY.

# REQUEST FOR PROPOSALS

## SUBMISSION REQUIREMENTS

Proposers must be able to comply with all of the RFP specifications in order for your proposal to be accepted. Please read all of the RFP specifications and follow all instructions in preparing your RFP response. Failure to respond properly may result in the REJECTION of your proposal.

Sealed proposals for the hiring of [Assessment Center Consulting Services – Police Lieutenant Promotions 2016](#) will be received in the Office of the Purchasing Agent, City Hall, 25 West Street, Leominster, MA 01453, until the deadline for submission stated below, at which time all proposals received will be recorded in the presence of such proposers as desire to be in attendance. No proposals will be accepted after the time and date specified.

Proposers must submit **four (4) exact copies** of the Technical Proposal with all required information included and **one (1) copy** of the Price Proposal. The Technical Proposal and Price Proposal must be submitted in **separate, sealed envelopes** bearing on the outside the name and address of the Proposer, addressed to the Purchasing Agent of the City of Leominster. The Technical Proposal must be properly filled out, signed, sealed and endorsed, and must NOT include any pricing information. Telephone responses and faxed replies will not be accepted. No responsibility will be attached to any person or persons for the premature openings of proposals not properly marked.

### The Technical Proposal envelope must be labeled:

**“Assessment Center Consulting Services – Police Lieutenant Promotions 2016 – Technical Proposal”**

### The Price Proposal envelope must be labeled:

**“Assessment Center Consulting Services – Police Lieutenant Promotions 2016 – Price Proposal”**

Complete proposal packages must be received by:

**11:00 A.M., March 1, 2016**

In the Office of the Purchasing Agent  
Attn: Mr. Greg Chapdelaine, Purchasing Agent  
City Hall  
25 West Street  
Leominster, MA 01453

### Each firm desirous of consideration will submit the following

1. All Technical & Price Proposals must be signed by the Proposer or a representative of the Proposer authorized to act on behalf of the Proposer.
2. The Company Information form, Non-Collusion form, Certificate of Authority form and Addenda Acknowledgement form must be included with your Technical Proposal submission.

3. All Price Proposals must state firm pricing for all required services as listed in this RFP.
4. Complete description and background information on the company replying to the R.F.Q. Who the company is, what they do, how long they have been in business, why they are qualified to perform this work, etc.
5. Identify and provide resumes of all personnel who will be assigned to the project, including what their role will be.
6. Indicate which individual will serve as the lead consultant on this project, providing a resume and contact information for this individual.
7. List all references for the past five (5) years who are familiar with your work on similar projects. The City is to have express permission to contact these individuals, either in person, by phone, and/or written correspondence, as to past performance.
8. Indicate whether or not your firm has been dismissed or disqualified from a project within the past five years, and if yes, the reason why.
9. All other information as necessary to comply with the requirements of this Request for Proposals as well as any other information that the Proposer believes would be beneficial to the Leominster School Committee in considering your proposal. It is understood that upon written request from the City Purchasing Agent, a proposer may be required to submit further information to support the proposer's qualifications.

## **COMPARATIVE SELECTION CRITERIA**

Each of the following questions pertains to requirements listed in this R.F.P. These questions will be applied by the Selection Committee to all Technical Proposals submitted. Each question will receive one rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable. The rating each question receives will be used to compile a composite rating for each proposal, to be used in the selection process segment of this R.F.P. These ratings will be used in determining which proposer, in the Selection Committee's opinion, is best suited to meeting the needs of the City of Leominster for this project.

### **QUESTION #1**

**Type of experience the consulting firm has in conducting previous Assessment Centers:**

**Highly Advantageous:** Previous experience in conducting Assessment Centers, of similar scope and content, for Police positions for Massachusetts's municipalities.

**Advantageous:** Previous experience in conducting Assessment Centers for municipalities, for the hiring/promoting of personnel for upper management positions.

**Not Advantageous:** Previous experience in conducting Assessment Centers for the hiring/promoting of personnel for upper management positions; but not in a municipal setting.

**Unacceptable:** No experience in conducting Assessment Centers in any of the above scenarios.

### **QUESTION #2**

**Number of Police positions the consulting firm has placed through Assessment Centers:**

**Highly Advantageous:** Has placed 20 or more Police positions in Massachusetts municipalities within the last 10 years.

**Advantageous:** Has placed 10 or more, but less than 20 Police positions in municipalities within the last 10 years.

**Not Advantageous:** Has placed at least 5 but less than 10 Police positions in municipalities within the last 10 years.

**Unacceptable:** Has placed less than 5 Police positions in municipalities within the last 10 years.

### **QUESTION #3**

**Of those placements, which were placements in a municipality with similar demographics to the City of Leominster:**

**Highly Advantageous:** 5 or more placements were similar to Leominster's demographics.

**Advantageous:** At least 2, but less than 5 placements were similar to Leominster's demographics.

**Not Advantageous:** Less than 2 placements were similar to Leominster's demographics.

**QUESTION #4**

Number of Police Lieutenant Assessment Centers the consultant has designed and conducted:

**Highly Advantageous:** 10 or more Police Department Assessment Centers designed and conducted.

**Advantageous:** 5 to 9 Police Department Assessment Centers designed and conducted.

**Not Advantageous:** Less than 5 Police Department Assessment Center designed and conducted.

**Unacceptable:** No experience in this type of Assessment Center.

**QUESTION #5**

Of all the Police Lieutenants your firm has placed over the last 10 years; please indicate the agency where placed and how long each placement has remained in that position:

**Highly Advantageous:** 50% or more of placements have remained for 7 years or more.

**Advantageous:** 50% or more of placements have remained for 5 or more years, but less than 7 years.

**Not Advantageous:** Less than 50% of placements have remained for 5 or more years.

## **EVALUATION CRITERIA**

The Selection Committee will evaluate all proposals that offer all of the required project services, to determine the most advantageous proposal from a responsible and responsive proposer taking into consideration price and the criteria and requirements set forth in this Request for Proposals.

In evaluating proposals, the Selection Committee will consider, but not be limited to, the following evaluation criteria:

1. The price proposed for the various required Assessment Center services.
2. How well and to what extent the Proposer meets all requirements of this RFP.
3. If a proposal indicates any exceptions/deviations from the requirements, how well does the offered substitution meet or exceed the original specification/service that was required.
4. The individual merits and features of each proposer's operation/company/personnel as compared against other proposers.
5. Experience level of the assigned lead consultant, as well as any/all other personnel assigned to this project.
6. Previous experience serving other municipal clients, particularly in Massachusetts.
7. Previous types of Assessment Center projects the proposer has experience working on.
8. The success and satisfaction rate of services the proposer has provided to other clients as based on references.
9. Completeness and responsiveness of the proposer's RFP proposal submission.

## **SELECTION PROCESS**

The Selection Committee will evaluate all proposals based upon the above criteria and will select the proposal deemed to be in the best interest of the City of Leominster. The Selection Committee will not necessarily select the proposal that offers the lowest purchase price if other criteria set forth are deemed to be more advantageous than the price.

One contract/purchase will be awarded to the one responsive and responsible proposer who the Selection Committee determines offers the most advantageous proposal, taking into consideration all required qualifications, submission requirements and comparative selection criteria set forth in the R.F.P., as well as price. Emphasis in selecting a proposal shall be placed on the proposer's suitability to meeting the objectives of this project.

If the Selection Committee determines that none of the proposals received offers the proper services or none are from a qualified proposer, in regard to this project's needs, and all other evaluation criteria as listed above, then all proposals will be rejected; this Request for Proposals will be cancelled and no purchase shall be made.

In the evaluation of any or all proposals, the Selection Committee, at its discretion, may obtain technical support from outside sources. Proposers will agree to fully cooperate with the personnel of such outside sources in the evaluation of their proposal. Failure to agree/cooperate may result in the **REJECTION** of your proposal.

The City of Leominster reserves the right to reject any or all proposals if it shall be deemed in the best interest of the City to do so.

The issuance of this Request for Proposals does not commit the City of Leominster to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for any services.

#### **CERTIFICATION REGARDING DEBARMENT**

By execution of the RFP/contract documents, the Vendor and/or any of its principals and/or owners certifies under penalties of law that they are not presently debarred, suspended or otherwise ineligible for the award of any contract by any governmental body (i.e. city, town, govt. agency) within and including the Commonwealth of Massachusetts and the Federal Government; and that all subcontractors used in the performance of this contract meet these same qualifications.

**TO BE RETURNED WITH TECHNICAL PROPOSAL**

**PROPOSAL** To the City of Leominster, herein called the Owner, acting through its Purchasing Agent, for the purchase of Assessment Center Consulting Services – Police Lieutenant Promotions 2016

Proposer's attention is called to Chapter 268A of the Massachusetts General Laws. In connection with this statute, proposer's are required to submit the following information and any other information deemed necessary by the proposer. All of the following information regarding the Proposer must be completed:

Please indicate business type by placing an X next to the appropriate category:

Corporation ☐ Partnership ☐ Proprietorship ☐

If a Corporation

Full Legal Name \_\_\_\_\_

State of Incorporation \_\_\_\_\_

If a Partnership

Full Legal Name \_\_\_\_\_

If a Proprietorship/Individual

Name of Owner/Individual or d/b/a \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Business Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Ext. \_\_\_\_\_

Qualified to do business in Massachusetts ☐ YES ☐ NO

Give full names and titles of all the persons and parties interested in the foregoing proposals. (Note: give first and last names in full; in cases of corporations, give names of President, Treasurer and Manager; and in cases of partnerships give names of the individual partners.)

Name

Title

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

A foreign corporation is required to submit its' certification of corporation from the Massachusetts State Secretary's Office, as required by chapter 181 of the Massachusetts General Laws.

TO BE RETURNED WITH TECHNICAL PROPOSAL

Proposal – Assessment Center Consulting Services – Police Lieutenant Promotions 2016

If this proposal shall be accepted by the Owner, and the undersigned shall fail to contract as aforesaid within ten (10) days (not including Saturday's Sunday's or Legal Holiday's) from the Owner to him, according to the address given herewith, that the contract is ready for signature, The Owner may by option determine that the Proposer has abandoned the contract and thereupon the proposal (if required) shall become the property of the Owner as liquidated damages.

Pursuant to M.G.L. Chapter 62C, section 49A, I/we certify under the penalties of perjury that to the best of my/our knowledge and belief, I/we have filed all state tax returns and paid all state taxes required under law.

The undersigned certifies under penalties of perjury that this proposal is made in good faith and is in all respect's bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned certifies that no official or employee of the City of Leominster, Massachusetts is pecuniarily interested in this proposal or in the contract that the Proposer offers to execute or in profits expected to arise therefrom.

The undersigned as Proposer declares that the only parties interested in this proposal as principals are named herein; that the Proposer has carefully examined the specifications therein referred to; and they propose and agree that if this proposal is accepted they will contract with the Owner in accordance with the specifications, to provide all necessary work to be done and also furnish all the materials specified in the manner and time prescribed and according to the requirements as set forth; and that they will take in full payment the sum(s) as offered in this bid.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Type Name of Person Signing Bid

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

**TO BE RETURNED WITH TECHNICAL PROPOSAL**

**CERTIFICATE OF AUTHORITY**

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_ held on \_\_\_\_\_  
(Name of Corporation) (Date)

it was VOTED that:

\_\_\_\_\_  
(Name) (Officer)

of this company, be and he/she hereby is authorized to execute contracts and bonds in the name, and on behalf of, said company, and affix its corporate seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such

\_\_\_\_\_ under seal of the Company, shall  
(Officer)

be valid and binding upon this company.

A True Copy,

ATTEST: \_\_\_\_\_

TITLE: \_\_\_\_\_

PLACE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Name of Corporation)

\_\_\_\_\_ and that \_\_\_\_\_  
(Officer/Name)

is duly elected \_\_\_\_\_ of said company; and the above vote has not  
(Position/Title)

been amended or rescinded and remains in full force and effect as of the date of this contract.

CORPORATE SEAL:

\_\_\_\_\_  
Clerk's Signature

\_\_\_\_\_  
Clerk's Printed Name

**TO BE RETURNED WITH TECHNICAL PROPOSAL**

**CITY OF LEOMINSTER, MASSACHUSETTS  
OFFICE OF THE PURCHASING AGENT**

**REQUEST FOR PROPOSALS FOR:**

Assessment Center Consulting Services – Police Lieutenant Promotions 2016

**Addenda Acknowledgement**

**PROPOSAL SUBMISSION DATE: 11:00 A.M., March 1, 2016**

The proposer acknowledges receipt of the following addenda:

Addenda # \_\_\_\_\_

Addenda # \_\_\_\_\_

Addenda # \_\_\_\_\_

Addenda # \_\_\_\_\_

**-- OR --**

None: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Company Name (Please Type)

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
(Date)

## **PRICE PROPOSAL INSTRUCTIONS**

### **PROPOSAL PRICING**

Proposers must submit pricing to cover all of the services required in this RFP.

Proposers must submit pricing in accordance with the following instructions. The proposal pricing is to cover all work/services required for this project as outlined in the Technical Proposal portion of this R.F.P. document. Bid prices must be all-inclusive, including all costs, fees, charges, expenses, travel, hotel costs, meal costs, postage, fax and telephone charges, preparation of reports, electronic data, training sessions, all meeting attendance and presentations, interview sessions, etc. No separate fees or costs of any kind will be paid other than the stated proposal prices. Please contact the Purchasing Agent for details on the proposal pricing process if necessary.

The selected firm agrees to perform all services as required in the Technical Proposal portion of this R.F.P. document during the life of this contract, which shall be from the date of execution of the contract and until all services, reports, meetings/presentations and Civil Service Commission approvals have been completed.

Proposers must submit all pricing on the Price Proposal Form. Do Not leave any item blank. **DO NOT** submit any pricing information with your Technical Proposal. Unique Service Price only needs to be filled out if the firm is offering such service.

Proposers should also include an hourly rate schedule for all consultants/employees who will be, or may be called upon, to provide services on this project. The hourly rate schedule will only be used in the event that the firm's/consultant's services are retained for services outside or beyond those covered in this RFP.

### **PRICE ESCALATION CLAUSE**

Prices offered by the proposer must be firm and not subject to increase during the term of the contract. Price escalation clauses over and above the total submitted proposal price(s) are not allowed. Only the total proposal price(s) will be accepted. Proposers can not insert/include a statement indicating their price(s) will increase during the life of this contract above or beyond their submitted proposal price(s) due to third party actions or unnamed contingencies. Inclusion of an escalation clause of any kind may result in the rejection of your proposal.

**PRICE PROPOSAL FORM**

**CITY OF LEOMINSTER, MASSACHUSETTS  
OFFICE OF THE PURCHASING AGENT**

Assessment Center Consulting Services – Police Lieutenant Promotions 2016

**Page 1 of 1**

This Price Proposal must be submitted in a separate sealed envelope. Please refer to the section titled “Submission Requirements”, in the technical portion of this document for full instructions.

(Please type all amounts)

**Police Lieutenant Assessment Center Price: \$** \_\_\_\_\_

Please attach your hourly rate schedule to this form, as instructed in the Proposal Pricing section of this RFP.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Company Name (Please Type)

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
(Date)